



Office of the City Clerk

Weekly Report – for Week Ending January 12, 2018

OFFICE OF THE CITY CLERK – PROJECT HIGHLIGHTS AND STATUS

Elections

Staff recorded and edited a public service announcement video encouraging teens to 'pre-register' to vote. The video will be uploaded to all of the City Clerk's social media platforms and emailed to all LAUSD principals.

This weekend, staff will provide voter registration and outreach at a job fair in CD 13.

Business Improvement Districts (BIDs)

The first Venice Beach PBID stakeholder meeting was held on January 5.

The final Public Hearing for the 2018 Los Feliz MBID renewal was held in Council on January 10.

On January 12, the rating panel interviewed RFP respondents who met the threshold criteria to continue in the Public Information Campaign for LA BIDs RFP process.

Neighborhood Council (NC) Funding Program

A training on the NC Funding Program and Banking Portal was held January 9 at City Hall. Attendees were board members from the Valley, West Area, South LA and East Area.

A NC Working Group meeting, made up of board members from each of the seven planning areas, was held this week to discuss and provide input on the updated NC Funding policies and guidelines.

Since the roll out of our NC Funding online video for board members, 46 NC financial officers have viewed the video, taken the quiz and obtained certification for the fulfillment of this training requirement.

Records Management Archival Activity

Archival Activity

The City Attorney's Office researched the history of Administrative Code sections pertaining to employee classifications.

Systems

Enhancements were made to the Council E-Speaker Card application to include Council Committees. The new version was successfully implemented for Council meetings this week. Five new kiosk systems will be deployed throughout the committee meeting rooms and will be implemented for all 15 Council Committees next week.

A domain server is being setup to host the new intranet web portal for the Office of the Public Accountability (OPA). Staff recently designed the new portal for OPA and is providing systems and infrastructure support. The intranet portal will go live this month.

The Scope of Work for building out the remaining 46 NC's online voting system has been provided to the vendor Everyone Counts (E1C) for review.